

Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 1/6/2021 6:26:06 PM
To: Szaro, Deb [Szaro.Deb@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: Senior Advisor PDs for Acting DRA role
Attachments: Senior Advisor for Management_ES-0340-00_Transition Position_Regions.docx

Attached is a copy of our draft PD template for the SES Senior Advisor to assist the DRA while they're acting as the RA. The regions will only need to fill in their region's number, for example "2" for Region 2. We would like the Regions to use the title "*Senior Advisor for Management*" for all of these positions. We are open to other titles if something different is preferred but do ask that all Regions use the same title.

Also, just stressing again that these are temporary positions that would terminate once an RA is onboarded. I think when communicated or shared we should document something specific and definitive like **"this position is temporary and will be eliminated a maximum of one full pay period following the onboarding of a Regional Administrator"** or something along those lines.

From: Szaro, Deb <Szaro.Deb@epa.gov>
Sent: Wednesday, January 06, 2021 8:06 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Mak, Tina <Mak.Tina@epa.gov>
Subject: Senior Advisor PDs for Acting DRA role

Per our convo yesterday, I surveyed the Regions on their use of either the SES or GS15 PDs and here are the results:

SES: Regions 1, 2, 3, and 8

GS15: Region 9

Undecided: Regions 6, 7, and 10

Potentially doing nothing but if do anything will be SES: Regions 4 and 5

They all asked when the PDs would be ready. Do you have an estimated timeframe? The sooner, the better. We are already 2 weeks from inauguration day.